



Trainer's Notes

- > Introduction to the package
- > Explanations and additional information



TRAINING

NOTES

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Preface

This manual has been compiled to provide trainers with information related to occupational health and safety in the workplace. The material in these trainer notes should act as a support resource to the booklet distributed to job seekers or workers with a disability as provided in this training package.

Any person who has reviewed and understood the material in this package should be able to train job seekers. This includes accredited trainers, OHS officers and support workers.

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This resource is not the only Occupational Health, Safety and Welfare resource available for those who operate or work in the Disability Employment Industry, but has been tailored to include and consider situational factors that are particularly relevant to this industry/group.

ACKNOWLEDGEMENTS

This package has been developed following an identified need by the WorkCover Corporation's Access and Equity Disability Focus Group in consultation with a steering committee consisting of:

- Sue Rose (project coordinator), Heta Incorporated
- Misia Ostrowski-Meissner (project officer and package development); QUOTE Business Systems
- Phil Farrow, ACROD
- Colin Harvey, Interwork
- Brian Adams, Sally Mitchell, Jim Sinclair, Chris Yiallourous; WorkCover Corporation
- Suzanna Meier, Access and Equity Unit; WorkCover Corporation.

The project team extends a sincere thank you to the organisations who reviewed this package during trial. Acknowledgements extend to Ashford Special School, Bedford Industries, BIN SA, CRS Australia, Daws Rd Centre, Heta Incorporated, Interwork, Kensington Centre, Minda and SA Career Consultants. All your time and feedback was much appreciated.

INTRODUCTION

Background

This package is designed to help raise awareness of job seekers or workers with a disability about occupational health and safety (OHS) issues. It will ensure by way of introduction or refresher that every job seeker is aware of safety issues which may arise within the workplace. Ideally, this information should be communicated during an induction training program, which is offered in addition to or in conjunction with an organisation's training schedule.

The information contained herein does not act as a substitute for a potential host employer's existing induction and training program nor of any OHS obligation to provide a safe workplace.

Learning objectives

At the end of this training session the trainee will be able to describe:

- Employer and employee responsibilities for safety
- Some hazards that can occur within various workplace environments
- How different hazards can injure workers or make them ill
- How to report a hazard, incident or injury which occurs in the workplace
- Core safety topics relevant to their intended work field:
 - Lifting, carrying, pushing, pulling
 - Clothing and footwear
 - Drugs and alcohol
 - Rubbish and spills
 - Emergency procedures
 - Bullying and harassment.
- One or more of the listed optional safety topics:
 - Ladders and stairs
 - Food safety
 - Tools, equipment and machinery
 - Noise
 - Electricity.

Trainees will also be able to identify:

- the different types of signage that might be encountered in the workplace
- the Personal Protective Equipment (PPE) being used
- who to talk to about safety issues in the workplace
- bullying and harassment in the workplace and the options available to the employee in the event of this occurring.

Assessment criteria

Assessment will be via activities and completion of set tasks during the training session. This may be in the form of discussions, same room activities, and exercises from the trainee booklet or extra activity sheets provided by the trainer.

Resource kit design

Job seeker booklet

This is the booklet to be distributed to the trainees. It introduces each OHS topic and contains activity references.

Two forms are provided for record keeping and training purposes.

Form A: Acknowledgement/Attendance form

Form B: Induction checklist

Trainer support - job seeker booklet

This is the reference booklet for trainers. It is identical to the job seeker booklet but includes additional information as well as sample responses for activity and discussion points.



Activity

These are questions or activities, which can help highlight and emphasise the points within each section.



Discussion

Discussion points have been included to allow opportunities for discussion.

Trainer Notes

This resource provides more detailed information for trainers on sections within the job seeker booklet.

It also contains references to exercises and exercise answers.

Additional resource materials can be found on the attached reference page.

Exercises

This booklet contains all supplementary exercises, which can be used for discussion, as overheads or even as handouts.



Exercise

Exercises allow a degree of flexibility in topic presentation and opportunities for emphasis and repetition of concepts during training.

TRAINERS – PLEASE NOTE

- Trainers must familiarise themselves with the materials provided.
- Customising a **trainer folder** to reflect your training needs will help with maintaining flow during training. Training notes, trainer support-job seeker booklet and exercises can be easily broken into sections for easy reference.
- The core material in this training package has been designed for presentations within a half-day timeframe (3-3.5hrs).
- Materials can be presented to a group or used in one-on-one sessions.
- The trainer is encouraged to use whichever tools best facilitate understanding amongst trainees.
- Optional activities, discussion or exercise sections should be used at the discretion of the trainer.
- Many pictures included in the job seeker notes and exercises are neutral. This allows the trainer and trainee freedom to interpret and develop scenarios relevant to the individual or group. Trainers may substitute pictures or photographs from their own workplace to increase retention and familiarisation.
- Job seekers may require refresher training on some topics. Exercises and discussion questions from this training package may be further explored at this time. Alternatively, the resource information sheet provides a list of some other activity and resource options.

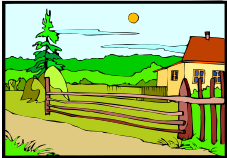



SECTION I MY JOB

This section will be referred to in other activities throughout the job seeker booklet.

This section provides an opportunity for job seekers to think about the type of work they hope to find. This can be a good introduction to the training session, leading to a discussion of the OHS risks that may arise, and help to break down barriers to relax the group.

Exercise: my job – think about what type of workplaces these pictures might represent

Each of the pictures can represent one or multiple work environments as determined necessary during training. Examples are listed below

	<ul style="list-style-type: none"> • Any outside environment • Parks or gardens • School or homes
	<ul style="list-style-type: none"> • City and offices • Roads / council work • Street work, courier service
	<ul style="list-style-type: none"> • Office building • Medical (or other) institution • Supermarket or hotel
	<ul style="list-style-type: none"> • Industrial area • Production and/or packaging • Agriculture and/or processing

SECTION 2

SAFETY AT WORK – YOUR EMPLOYER

Both employers and employees have safety responsibilities under the law (SA OHS&W Act 1986). This is known as the *Duty of Care*.

Your employer has to make sure:

- your work area is safe
- your job is safe
- you and all other workers are trained to work safely
- new workers have someone to help them
- safety is talked about at work.

Excerpt from Occupational Health, Safety and Welfare Act 1986 Section 19

19 Duties of employers

(1) An employer shall, in respect of each employee employed or engaged by the employer, ensure so far as is reasonably practicable that the employee is, while at work, safe from injury and risks to health and, in particular-

(a) shall provide and maintain so far as is reasonably practicable-

- (i) a safe working environment;
- (ii) safe systems of work;
- (iii) plant and substances in a safe condition; and

(b) shall provide adequate facilities of a prescribed kind for the welfare of employees at any workplace that is under the control and management of the employer; and

(c) shall provide such information, instruction, training and supervision as are reasonably necessary to ensure that each employee is safe from injury and risks to health.

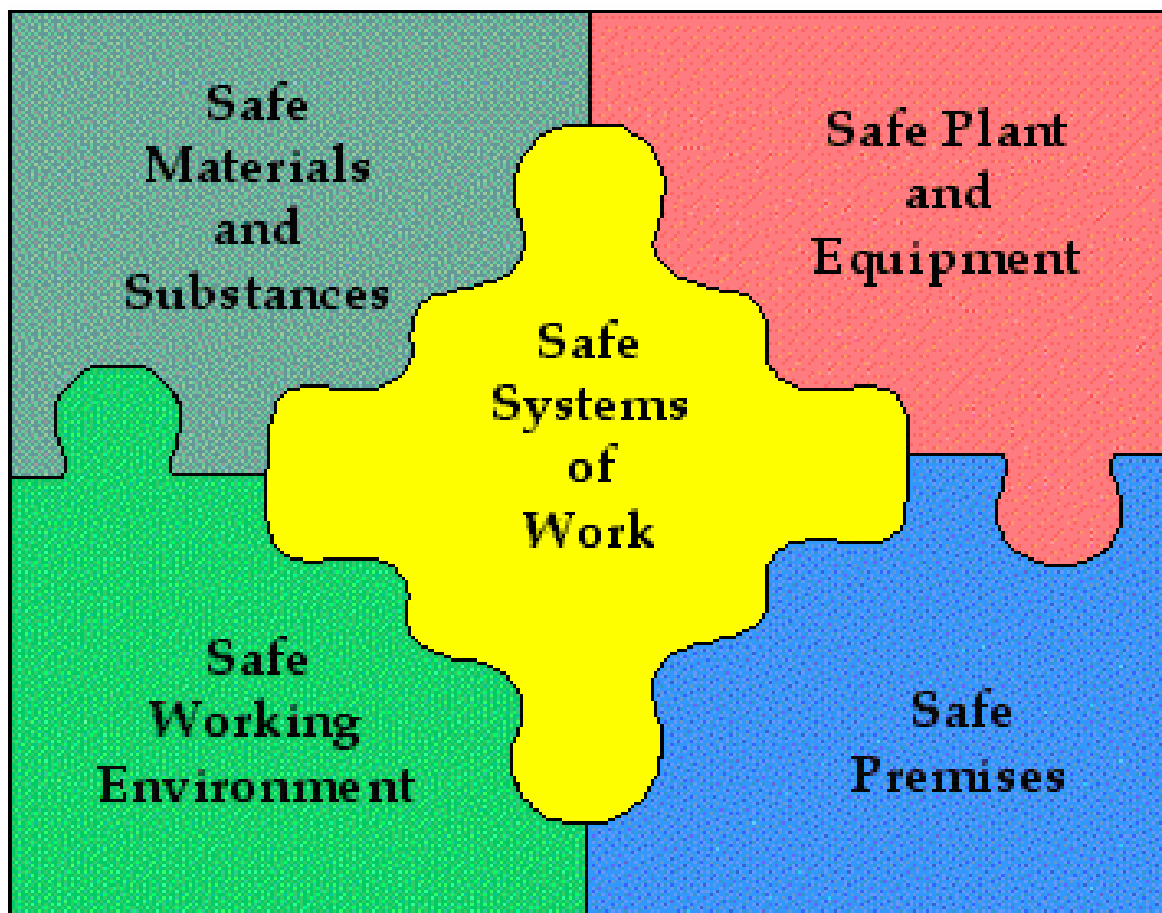
SECTION 2

SAFETY AT WORK - YOUR EMPLOYER

 **Exercise A:** look at the pieces to see what an employer must provide at work

Options include

- Cutting up the puzzle and having groups discuss and present why their piece is important
- Thinking of workplace scenarios involving people at work and making sure each component has been provided for by the employer
- Finding each 'piece' of a recent safety incident written about in the paper
- Having a look at how these points link to the interaction puzzle on the next page



SECTION 3

SAFETY AT WORK - YOU

At work every worker must:

- listen (and understand) and follow the work instructions
- wear the right clothes and use the right equipment as provided by the employer
- not put yourself or anyone else in danger
- not be under the influence of alcohol or drugs while at work.

Excerpt from the Occupational Health, Safety & Welfare Act 1986 Section 21

21 Duties of workers

(1) An employee must take reasonable care to protect the employee's own health and safety at work.


Employees must take reasonable care to protect their own health and safety, and the health and safety of others that may be affected by their actions at work.

Employees must:

- use equipment provided to protect health and safety
- follow reasonable instructions from the employer
- ensure alcohol or another drug does not affect them so that they may endanger themselves or others.

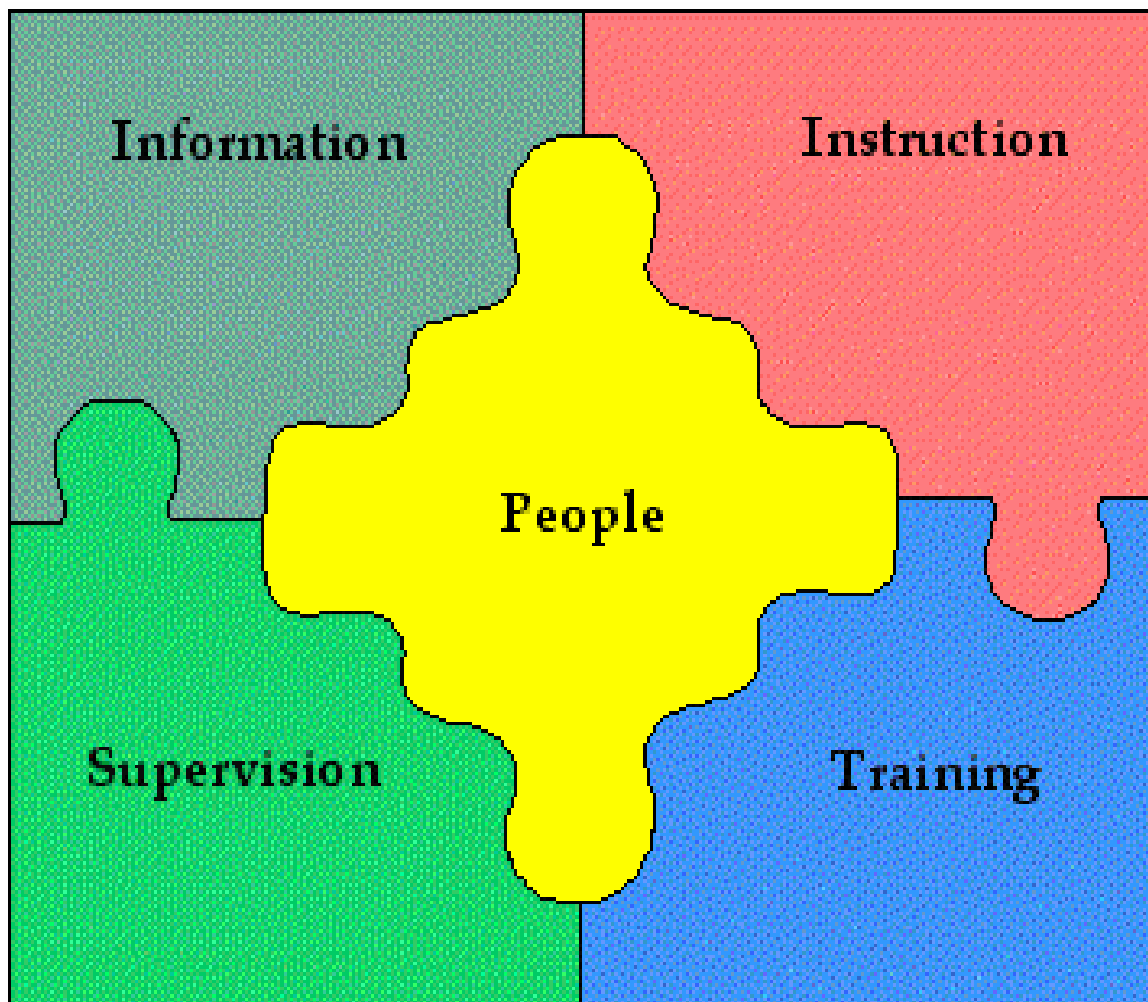
SECTION 3

SAFETY AT WORK - YOU

 **Exercise A: safety at work – you - look at the pieces to see how people contribute to a safe workplace**

Options include

- Cutting up the puzzle and having groups discuss and present why their piece is important
- Thinking of workplace scenarios involving people at work and how you could ensure you were adhering to your responsibilities as an employee
- Finding each 'piece' of a recent safety incident written about in the paper
- Having a look at how these points link to the systems puzzle on the previous page



SECTION 4

GENERAL EMPLOYMENT ISSUES

Toilets and facilities

- ☐ Find out where the toilets are
- ☐ Find out where you can go to have a meal break.

Absence from work

- ☐ Contact your supervisor or personnel officer as soon as you know that you cannot go in to work.
- ☐ Call early so your supervisor can make arrangements for someone to do your work.
- ☐ You must tell your supervisor why you are not turning up to a job. If you are sick, you may have to get a medical certificate.

Smoking

Most work places now have smoke-free zones (both inside and outside) except for designated smoking areas.

- ☐ Check that you are allowed to smoke and where the smoking area is located.
- ☐ Put your cigarette butts in the right bins.

Telephones

It is important to know if you are allowed to make phone calls during working hours.

- ☐ Personal calls (excepting emergency calls) may not be allowed during working hours and, in some workplaces, may not be permitted in lunch breaks.
- ☐ In some workplaces, mobile phones may not be allowed.
- ☐ Telephone rules are usually put in place to keep the workplace safe.

Visitors and children

Some workplaces have rules about who is allowed to visit.

- ☐ Most workplaces ask visitors to sign in and be with an employee at all times.
- ☐ There may also be restricted areas where visitors are not allowed in at any time.
- ☐ Always check with your supervisor before inviting friends or relatives to visit you at work.
- ☐ Remember that children may not be able to read or understand signs and warnings. An adult must remain with children at all times.

SECTION 5 HOW COULD PEOPLE GET HURT?

You can introduce the word 'HAZARD' here. A hazard is something that has the potential to cause harm to the health safety and welfare of people at work. Examples of hazards that may be found in the workplace include noise, chemicals, machinery, or working at heights.

Every job has different hazards. Let us now think about what job we are going to do (as selected in 'my job'), and look at what could cause an injury.



Exercise A

Complete the table for the job:

- What is your job?
- What could hurt you in this job?
- How could I get hurt?

Don't forget – workplace accidents can impact on the injured/affected person, as well as the business. Often family and friends are affected because injuries might stop you from participating in social activities (such as playing with the children, travelling long distances, home maintenance etc.).



Exercise B

Kitchen:

Every workplace must provide adequate facilities and this includes washing facilities and drinking water. Many workplaces have a kitchen space where people can make coffee or tea, store their lunch and sometimes even organise take-away food with work colleagues.

This kitchen has:

- Clean, undamaged surfaces
- Even floor with no cracks or holes or rips or tears (in lino)
- Anti-slip matting in front of the sink
- Fire extinguisher and/or fire blanket close by in case of fire
- Plenty of bench space, so there won't be crowding during the lunch hour.

Some danger spots may be:

- Poor visibility - depending on the window light, depth of the overhead cupboards and other room lights. Extra lights might need to be added.
- Hot water and hot surface – a warning sign might need to go up at eye level
- Kitchen cleaning and food waste - a roster might be needed to make sure the kitchen is cleaned regularly so that germs don't grow
- Fridge clear out – or rules about how long you should leave food in the fridge
- Electric kettle, toaster or other electrical equipment.
- Food, drink and water spills on the floor.

In Australia, one person dies at work every day

- ☐ Often we race through a job and nothing bad happens. Other times we may experience a 'near miss'. A near miss is an event, which came close to causing, but did not cause, harm. Eventually – if nothing is done – someone will have an accident.
- ☐ You may need to help with the investigation of an accident at work. This means you might be asked questions about what caused the accident. Investigations are performed to prevent accidents occurring again.

**Exercise: accidents and reporting - review an accident report form**

If one is available, use an accident/incident report form from their workplace instead of the one provided in exercises

Some points to remember are:

- Always write your full name
- The day, date and time the incident happened are important pieces of information
- When describing what happened include all details such as:
 - previous instructions
 - what work was being done at the time
 - what caused or could have caused the injury
 - immediate action taken
 - weather conditions
 - other factors – such as heat, cold, visibility etc.
- You can always get help from your supervisor or the safety officer to complete your report form
- You may be asked what you know about the job, or what training you have received
- Employees who saw or were working near the incident will probably be asked questions during the investigation. Your cooperation is always appreciated; the investigator will be looking at how to prevent this incident from happening again.
- All reports remain confidential, which means that the manager and an OHS officer may be the only people see the report. However, other people may need to be informed about the incident.

SECTION 7 MANUAL HANDLING

Manual handling means any action that requires you to:

- Lift
- Lower
- Push
- Pull
- Restrain
- Carry

any ...

- Animal
- Person or
- Thing.

SECTION 7

MANUAL HANDLING



Exercise A: marshmallows and our backs

You will need a packet of spongy marshmallows for this exercise. (Pascal brand is usually good). Handout answers can be found on the next page.

SAY!	DO!
The spine is made up of bone, muscles and spongy tissue. The bone and muscles keeps it strong and the spongy tissue lets us move a little bit.	Refer to the spine picture in the job seeker booklet.
The spongy stuff that lets our spine move is a bit like a marshmallow.	Hand out the marshmallows
Imagine your hands are the two spine bones (vertebra) and the marshmallow is the spongy part.	Put a marshmallow onto one hand and then cover with the other hand
You can squeeze straight down and when you let go the marshmallow goes back to its normal shape. This is like lifting and carrying - this is a safe action.	Press straight down and then release
You can even bend a little and the marshmallow will go back to its normal shape. This is like bending and pulling - this is a safe action.	Squeeze down on one side or another of the marshmallow and then release
BUT if you squeeze and then twist this starts damaging the marshmallow This is what happens when you bend and twist at the same time - this action will hurt your back.	Press down on the marshmallow and then rub your hands against each other (in the opposite direction)

Exercise A: marshmallows and our backs

<p>What happens when you press straight down and then let go?</p> <p><i>The marshmallow should go back to its usual shape. If you do this many times it may compress a little but over time it will usually expand back to its former shape.</i></p>	<p>This is like</p> <p><i>Lifting</i> <i>Carrying</i></p>
<p>What happens when you bend the marshmallow and then let go?</p> <p><i>Again, the marshmallow should go back to its usual shape. If you do this many times it may compress a little but over time it will usually expand back to its former shape.</i></p>	<p>This is like</p> <p><i>Bending</i> <i>Pulling</i></p>
<p>What happens when you press down on the marshmallow and then rub your hands against each other in the opposite direction? This is like lifting and turning at the same time.</p> <p><i>The marshmallow will start to rip, tear or bulge.</i> <i>It will not return to its former shape</i></p>	<p>This is like</p> <p><i>Lifting</i> <i>Carrying</i> <i>Bending</i> <i>Turning</i></p>
<p>What could happen to your spine if you lifted and turned at the same time?</p> <p><i>At first you may not feel any difference because there are not a lot of pain receptors in the spine. Little tears may start in the soft tissue, which results in spinal fluid leakage. These tears can get larger and/or not heal as quickly over time – especially if you continue lifting, carrying and turning. You may not experience pain until it is too late. Eventually this can result in a 'slipped' disc.</i></p>	

The message:

- Use your feet
- NEVER twist when lifting
- NEVER lift if you don't have to






SECTION 8

CLOTHING AND FOOTWEAR

Some workplaces have rules about clothing and footwear and the type of job you do can make a difference to what clothes you wear at work. Clothing and footwear can act as protection as well as a safety tool.

Exercise A: clothing at work


Which is safer to wear? What sort of accident can it stop?

Cross out the item that is not safe (all pictures)		Why?
		Uncovered feet can be injured at work because there is not protection.
		Jewellery can get caught on moving machinery and trap your finger, hand or arm.
		Loose clothing can cause you to trip or get trapped in machinery. Make sure you wear fitted clothing
		Hair can get caught in machinery and can fall into food. Keeping hair tidy and tied back or in a hairnet prevents you getting hurt at work.

SECTION 9 DRUGS AND ALCOHOL

All workplaces have a NO alcohol or drugs rule

- ☐ Any person entering a workplace has the right to expect a safe environment, including behaviour between work mates.
- ☐ You should expect your co-workers to do their work properly without putting you in danger.
- ☐ You must not come to work if you have been drinking alcohol or taking drugs other than what your doctor gives you.
- ☐ By not drinking or taking drugs in a workplace there is a better chance that machine operation, specific tasks and even social interaction will happen professionally and competently.

 **Exercise A: Sample Drug & Alcohol Policy**
*** Where available, use an actual Drug & Alcohol Policy to review the main points.**

Main points in an Alcohol and Drug Policy could include

- An aim which covers providing a safe working environment for all employees
- A reference (direct or indirect) to Section 21 of the OHS&W Act 1986
- Definitions
- Conditions and consequences under which an employee is considered to be under the influence and/or in possession of drugs.
- Conditions under which alcohol can be brought into work and consequences if an employee is considered to be under the influence of alcohol
- Details regarding rehabilitation and treatment

SECTION 10 EMERGENCIES

What is an emergency?

An emergency is an event that might also include:

- Fires and explosions
- Accidents/illness at work
- Chemicals
- Bomb threats

In the event of a fire, there are often two stages to an evacuation.

1. PREPARATION

BEEP BEEP Alarm

1. Listen to all announcements
2. Turn/switch off electrical equipment
3. Go to the meeting point
4. Do a check of your area –who might need help to evacuate?
5. Close doors to empty rooms

2. BUILDING EVACUATION

WHOOPE WHOOP Alarm

You must:

Follow all instructions from emergency wardens
Go to the emergency assembly point as instructed
Remove yourself and others from danger
Stay in assembly areas until the senior emergency warden says you can go back to work.

SECTION 10 EMERGENCIES



Exercise A: emergency signs

- **EXIT signs show where to go to leave a building safely.** These signs usually stay lit up even when there is a blackout.
- **Do not use in case of fire:** The equipment or area cannot be used if there is a fire. Usually this is because the area could endanger people or have too little oxygen available in the event a fire. Do not use lifts when there is a fire. You must use the stairs.
- The “assembly point” is usually a place a safe distance from the workplace for people to meet during an evacuation. It means that the chief fire warden can check that all people are out of the building and let others know.
- **“Break in case of fire”** is an alarm button, which can be used during a fire. When pushed, the button is often linked to automatically call Metropolitan Fire services and sets off the fire alarm.
- These are the hats you might see during an emergency. The white hat is usually the Chief Warden. The yellow is usually that of department, level or area wardens and the red hats usually show people who are helping with the evacuation. People wearing green hats are your first aiders.
- A fire door is heavier and made out of different material from a normal door and must be kept closed. When closed it will seal the doorway and slow down a fires’ progress.
- A spill kit provides a range of materials, which can stop and absorb spills very quickly. When used properly this can stop a chemical or liquid spreading and hurting people (eg slipping hazard, fire hazard etc).



Exercise B: evacuation exits – should I use the stairs or lifts?

Emergency exits and stairs	Elevators and lifts
<p>I should use emergency exits and stairs because they:</p> <ul style="list-style-type: none"> • are usually in a protected location and often away from the centre of a building. • usually have doors that must not be blocked or held open. The stairwell reduces airflow and can slow the spread of a fire. • direct people away from the building. If there is a fire, visitors or contractors to a workplace must be informed about emergencies, procedures and exits so they can be removed from danger. • allow people to walk out of the building safely and help others to leave. 	<p>I should not use elevators and lifts because they:</p> <ul style="list-style-type: none"> • are at risk in emergencies and are usually found in central parts of buildings. • are sources of oxygen and often air movement which would fuel a fire very rapidly. • rely on electrical and mechanical mechanisms, which are likely to fail during a fire or explosion.

SECTION 11 RUBBISH, SPILLS AND SAFETY

Rubbish

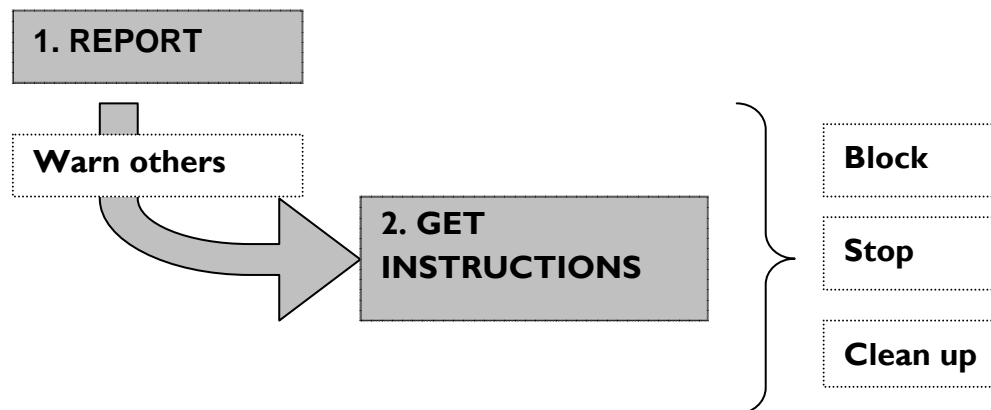
Rubbish can be an environmental problem as well as a safety problem.

Uncollected and uncontrolled rubbish can make the workplace look dirty and unclean. It can cause illness as well as injury.

Always keep work areas clean and tidy.

Spills: clean up

The main things to remember in cleaning up a spill are:



Remember, although many spills are liquid, spills can also be solids eg a tanker tips over spilling a large amount of animal feed.

Material Safety Data Sheets, or MSDSs, contain information about substances/chemicals in the workplace. They provide information about the chemical's effect on your health, how to use them safely, and how to store them and dispose of them. Ask your supervisor where they are kept so you can find out information about the chemicals you are using.

**Always ask before cleaning up spills.
Even small spills can cause accidents.**

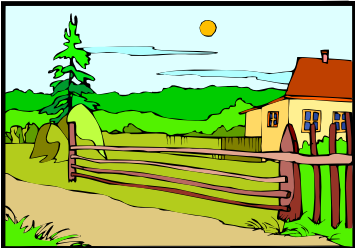
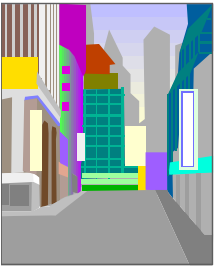

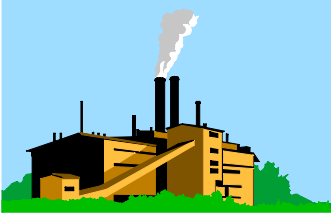
SECTION 11 RUBBISH, SPILLS AND SAFETY

Exercise A: rubbish, spills and environment

Think about the type of rubbish you might find in the work areas you chose in 'My Job'.

What would be the best way to dispose of it?

Some examples of rubbish in each work environment can be found below

<p>If a community park ...</p> 	<ul style="list-style-type: none"> • Leaf litter and garden waste • Wood pieces (and splinters) • Bricks and building materials • Dead animals/insects • Animal droppings • Waste water
<p>If a city street ...</p> 	<ul style="list-style-type: none"> • Papers and leaf litter • Plastics including food containers • Car parts (eg hub caps) • Food waste • Animal/insect droppings
<p>If a hospital ...</p> 	<ul style="list-style-type: none"> • Waste from surgery (eg needles) • Soiled linen and clothing • Gauze bandages or band-aids • Paper and plastic • Cleaning chemicals • Food waste
<p>If a packaging plant ...</p> 	<ul style="list-style-type: none"> • Paper and plastic • Wooden pallets • Old or damaged materials • Parts of tools, equipment and machinery.

SECTION 12 SIGNS

Exercise: various workplace signs

 <small>Wear masks</small> Wear safety glasses to protect your eyes	 <small>Protective footwear must be worn in this area</small> Wear safety shoes (covered and capped) to protect your feet.	 Look out! Children about! Drive/enter area carefully.
 <small>DANGER Mind your head</small> Warning – watch out for overhead obstacles.	 Pay attention – stairs ahead	 Warning – explosive material in the area.
 Warning – corrosive substances	 <small>DO NOT ENTER</small> STOP – Do not enter this area	 Disabled access area
 Warning – infectious substances	 <small>HAIR MUST BE CONTAINED IN THIS AREA</small> Hair must be covered and tied back	 <small>DANGER Limited overhead height</small> Warning – low overhead space
 Warning – be careful when crossing this line/area		

With permission, you may be able to go for a walk around the building, workplace or other work areas and make a note of any signs you see.

1. Note what category they fall into from their colour system.
2. If a different colour scheme is used – discuss why this may be the case.
3. Check that the meaning of the sign is clear and easily understood.
4. If it isn't, discuss why and where you could go to find out the meaning of the sign.

What is bullying?

- Workplace bullying is persistent unwelcome and humiliating treatment of an employee or group of employees.
- The behaviour happens over and over again.
- It is often the accumulation of trivial or minor episodes.

Bullying and harassment is an issue that needs immediate attention. Employees who feel bullied or harassed should ask someone for help.

The cost of workplace violence includes financial costs of absenteeism, lost productivity, higher workers compensation insurance premiums and medical expenses. There are high personal costs of emotional trauma suffered by victims and their families. Bullying, violence, harassment and the threat of abuse can cause stress and emotional suffering that very often leads to illness and absence from work. Everyone benefits from reducing the risk of bullying, harassment and violence at work.

Under South Australian OHS laws employers must take all practicable measures to reduce the risks of bullying, harassment and violence at work, as for any other hazard.

Employees also have a duty to report the potential for violence so their employer can eliminate the risk.

SECTION I4A

WHO CAN I TALK TO?

In a workplace with more than 20 employees there may be an OHS representative or an OHS officer/manager to help you with safety reporting and problems. Many organisations have an OHS representative (health and safety rep) who also can help you find out information about some OHS issues or who will talk to the right people for you.

- ☐ Most workplaces have first aid officers or other area representatives – when you are new to a job, a name on a board won't mean too much to you. Ask someone to introduce you or show you who your first aid person and who the health and safety representative is.

SECTION I4B

I CAN'T TALK TO ANYONE AT WORK!

Any employee can start to feel isolated, unsupported or even afraid when it appears that there isn't anyone at work to talk to. This section aims to highlight that there are always options available to employees.

Talking with friends and family can be a good start and support at any time is a valuable resource. When a person needs more specific help and/or action but doesn't feel that approaching someone at work is the answer, they may be able to contact other experienced individuals for some help in addressing the problem.

TRAINER'S NOTES

[illegible]

OPTION: STAIRS AND LADDERS



Exercise A: Stair safety - what makes the stairs safe?

Item	More details
Anti-slip surface	<p>Anti-slip strip – this can be found at the edge of a step and may be a bright colour to help edge visibility.</p> <p>Friction paint – this is a granular and/or rubber surface which can prevent slips even when wet.</p>
Visible edges	<p>Edge visibility on stairways and ramps is dependant on the colours already in use.</p> <p>Dark edge strips would be more useful on a light surface (eg white/grey concrete).</p> <p>Fluorescent edges may be more practical in areas, which may get shaded or dark.</p>
Hand railings	<p>It is very important for a handrail to be available in stairways and ramps so that there is something to grasp at waist height to prevent falls.</p> <p>A handrail must be used to be of any preventative benefit!</p>
Knee railing	To discourage people from climbing underneath the rail.
Signage	Signs are posted to communicate a message – they must be read in order to be effective! Some examples include 'Slippery when wet', 'Low head clearance' etc.
Entry barrier	Entry barriers stop people from entering unsafe areas, or keeping people out from unauthorised access to hazardous environments.
Lighting	Lighting must be adequate at all times of day/night in order to provide sufficient light for people to see where they are going.
Width	A staircase or ramp must be wide enough for everyone to fit through comfortably. This means they must be wide enough for wheelchairs as well.
Clear access	Access ways and floor space in a stairway or ramp should not be cluttered as this will interfere with people's ability to pass through an area safely, especially in an emergency.


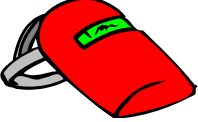

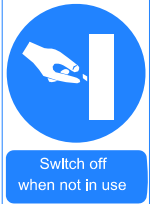







OPTION: STAIRS AND LADDERS

Exercise B: ladder safety

Item	✓✗	Notes
Overall good condition	✓	This is the first step in checking a ladder – just doing a quick overall check. Does the ladder look in good condition? Or does it look like it hasn't been used in a long time and could be dangerous?
Colour	X	Ladders must not be painted.
Safety tag or label	✓	This is very important. The ladder identification label should be legible. The maximum weight should be easily identifiable from this label. Any safety checks or tags must also be legible and current.
My shoes	✓	Your own footwear choice is also important. Closed-in, non-slip shoes must be worn on ladders.
Insects and spiders	✓	If a ladder (or any piece of equipment) is stored for a period of time, it may become home to insects or spiders, which may be hazardous to your health. Always check for webs, nests or insects before putting your hands, feet and body against a ladder.
All rungs attached and stable	✓	A safe ladder is one where every rung is sturdy and completely attached. Just one broken rung is enough to make the ladder unsafe.
Tying off materials	✓	A rope or similar equipment may be needed to tie a ladder off at the top to prevent the ladder from slipping. This is important whether you plan to work from a height for a short or long period.
A person to help hold the ladder	✓	Another person can help to stabilise the ladder if you can't tie it off OR as you climb up to tie it off. Having another person around is generally a good thing as it means you aren't working on your own and someone else can come to your assistance if something happens.
Radio attachment	X	
Latches and clips	✓	Clasps of any sort serve a specific purpose on a ladder – usually to secure the frame into position. If these items are broken, not maintained or even, removed then the ladder is not safe.
The weather	✓	On a hot day a metal ladder can get very hot to touch and you may need to be prepared (eg wear gloves). It may not be safe to use a ladder in wet conditions, as the ground may not be stable.
Flat surface and even ladder footing	✓	(See ladder rungs)
Morning tea	X	

OPTION: TOOLS, MACHINERY AND EQUIPMENT

Exercise: signs for tools, equipment and machinery

 <p>Lets people know where the STOP button is in case of an emergency.</p>	 <p>PPE – a face shield usually needed during hot work (welding, cutting, grinding etc).</p>	 <p>A sign instructing people to use the machine guards provided – to protect hands and other body parts from moving machinery.</p>
 <p>A reminder sign to turn off equipment after use.</p>	 <p>PPE – other equipment that protects the eyes or face during work.</p>	 <p>PPE - Safety vests come in many different styles. The main purpose is to make sure a worker is visible to others.</p>
 <p>Seatbelts are important and in many cases compulsory to be worn when operating cars or machinery.</p>	 <p>PPE – dust mask can prevent a worker inhaling larger air/dust particles.</p>	 <p>PPE – Gloves (various styles) are available to protect the hands from temperature extremes, chemicals, foreign bodies etc.</p>
 <p>PPE – Earmuffs are designed to protect the ear from noise damage.</p>	 <p>Warning sign – Forklifts in operation.</p>	

OPTION: FOOD SAFETY

G	Good	H	Hazard
M	Manufacturing	A	Analysis
P	Practice	C	Critical
		C	Control
		P	Point

Exercise: food safety items

All these things have to be thought about when keeping food safe.

All of the items pictured could cause food contamination and lead to bacteria and other microorganisms living and multiplying in food causing illness even death.

Mobile phones <ul style="list-style-type: none"> • Are sometimes not allowed into food areas because they can reduce your ability to concentrate. 	Tool usage <ul style="list-style-type: none"> • Tools need to be put away • When used – any residue or mess needs to be cleared away immediately. 	Gloves <ul style="list-style-type: none"> • Cover scrapes and cuts • Also prevent cross-contamination (eg. contact with food and money).
Hats and hairnets <ul style="list-style-type: none"> • Can stop hair falling into food product. 	Shoes <ul style="list-style-type: none"> • Clean shoes can keep a work area clear of dirt. 	Paperclips and staples <ul style="list-style-type: none"> • Can cause major injury if swallowed.
Singlet tops <ul style="list-style-type: none"> • Generally not appropriate around food preparation areas because of skin shedding and sweat. 	Band-aids <ul style="list-style-type: none"> • Cover scrapes and cuts • Must adhere to skin, be visible and not slip off into food. 	Insects and birds <ul style="list-style-type: none"> • There is always a chance of them attracting other insects and birds • Food can become contaminated.
Walkmans and radios <ul style="list-style-type: none"> • Can reduce ability to concentrate when working around food 	Jewellery <ul style="list-style-type: none"> • Pieces (such as earrings) can fall into food and cause injury if swallowed. 	Smoking <ul style="list-style-type: none"> • Can contaminate food with its strong smell and chemical by products.
Nails, screws and tape <ul style="list-style-type: none"> • Very dangerous if swallowed. 	Washing hands <ul style="list-style-type: none"> • Good for maintaining personal hygiene as well as for food safety. 	Pens and pencils <ul style="list-style-type: none"> • Pen lids and pencil shavings can contaminate foods.

Other things might include:

- Clean work surfaces for preparing food
- Working refrigerators for storing food at the right temperature
- Refrigerated trucks for delivery of food
- Freezing/reheating food
- Checking 'use by' dates

OPTION: NOISE

Always remember:

- Keep your hearing protection on – it doesn't take much noise to damage your hearing.
- Put your earplugs in properly – if you can see most of the plug on the outside of the canal it is probably not protecting your hearing.
- NEVER share or reuse disposable earplugs. Even reusable earplugs will need to be checked and cleaned regularly.



Exercise A: noise – levels and signage

The correct answers are:


1. Earmuffs should be **tight** around the ears.
2. Hair or glasses **can interfere** with hearing protection.
3. You must wear hearing protection **when you have been asked to do so**.
4. **Do not** share or reuse disposable earplugs.



Exercise B: What is the same about these signs?

All the signs indicate that hearing protection needs to be worn.

OPTION: ELECTRICITY

 **Exercise A: working with electricity – do you think these sentences about electricity are right (✓) or wrong (✗)?**

Answers	When working with electricity
✓	Use tagged or tested portable power tools.
✗	The use of double adaptors is not allowed in the workplace.
✓	It is best to use cordless or battery operated tools in damp or wet conditions.
✓	A tool with a frayed or damaged cord must be immediately removed for repair. Follow isolation and lockout procedures to stop people using a piece of equipment if it is damaged.
✗	You can use any ladder or stepladder. Only use rubber-footed ladders when working with electricity to provide you with some protection.
✓	Insulated safety boots are the best footwear.
✓	Electrical equipment should be regularly tested and be tagged to show the last test date

 **Optional Exercise B: isolation/lockout - why would these tags be used?**

Isolation/lockout is a safety system used at work to prevent people getting hurt by electricity or by the machine they are working on.

The main purpose of isolation/lockout is to lock the on/off switches so that a machine can't be turned on.

Lockout / Tag out involve a lot of concepts. The main ones to remember are:

- If you see a **Danger** or **Do Not Use** tag DO NOT REMOVE IT
- Before switching a piece of equipment on – you must check no one is working on, in or near it.
- DO NOT USE anything that has a sign or tag on it - even if the machine or piece of equipment has no visible sign of damage.

REFERENCES

Australian Meat & Livestock Corporation

Food Safety Information Council

National Occupational health and safety Council www.nohsc.com.au

OHS&W Act 1986

OHS&W Regulations 1995

WorkCover SA <http://www.workcover.com/>

Workplace Services www.eric.sa.gov.au

Australian Standards

AS 1885.1 Workplace Injury and Disease Recording Standard

AS 1319 Safety Signs for the Occupational Environment

Codes of Practice

First Aid in the Workplace

Manual Handling

Noise